

TREASURE COAST REGIONAL PLANNING COUNCIL

MEMORANDUM

To: Council Members Agenda Item 10  
From: Budget and Personnel Committee  
Date: June 19, 2015 Council Meeting  
Subject: Selection of Council Attorney

Introduction

At the March 20, 2015 Council meeting, Chairman Mowery announced the resignation of Council's attorney, Roger Saberson, after 38 years of service. Mr. Saberson indicated that his last meeting with Council will be on June 19, 2015. Chairman Mowery requested that staff create an advertisement to be listed in appropriate locations and begin accepting applications to replace Mr. Saberson. Chairman Mowery stated that he would like staff to narrow the field of applicants to a reasonable number and then have the Budget/Personnel Committee conduct interviews and make a recommendation to the entire board. The Budget/Personnel Committee conducted interviews on June 4, 2015. The purpose of this item is for Council to consider the recommendation of the Budget/Personnel Committee for the selection of a new Council attorney.

Background

Staff developed a Request for Qualifications (RFQ) for Council attorney services with the assistance of Mr. Saberson. The RFQ was issued on April 8, 2015 and was listed in a variety of newspapers and on several websites. The RFQ called for applications to be submitted by 2:00 p.m. on May 1, 2015. Council received a total of 10 applicants responding to the RFQ. Applications were received from firms with home offices from as far away as Orlando and Islamorada, Florida.

Members of the Budget/Personnel Committee met with staff on May 4, 2015 to discuss and review the list of potential candidates. The Committee requested that staff review the applications and rank the applicants. The Budget/Personnel Committee met again on May 15<sup>th</sup> to review staff's ranking of the attorney applicants and instructed staff to organize interviews for the top three ranked firms.

Members of the Budget/Personnel Committee met at Council's office on Thursday, June 4, 2015 to interview the top three candidates for the Council attorney position. Committee members in attendance were Chairman Tod Mowery, Commissioner Paula Lewis, Councilmember Reece Parrish, Vice Mayor Jerome Adams, Commissioner Priscilla Taylor, Commissioner Ed Fielding,

and Councilman Bruce Guyton. Council staff members in attendance were, Michael Busha, Peter Merritt, and Liz Gulick. Council's attorney Roger Saberson was also in attendance.

The Committee members asked each of the candidates a standardized set of interview questions. The Committee members then independently scored each candidate's response to the questions. After completing the interviews, each committee member added up the individual scores for the questions to produce a total score for each of the three candidates. Then, the total scores derived from each committee member were added together to produce a grand total score for each candidate. Based on the grand total scores, the Budget/Personnel Committee members ranked the top three candidates in the following order: 1) Keith Davis with the firm of Corbett, White, Davis and Ashton, P.A.; 2) Susan Trevarthen with the firm of Weiss, Serota, Helfman, Cole & Bierman; and 3) Gary Oldehoff with the firm of Lewis, Stroud & Deutsch, P.L. The Budget/Personnel Committee recommended that Keith Davis with the firm of Corbett, White, Davis and Ashton, P.A. be considered for the Council attorney position by the full board at the June 19th Council meeting.

#### Recommendation

Council should authorize the Executive Director in consultation with the Chairman to execute a final contract for Council attorney services based on the recommendation of the Budget/Personnel Committee.